



17-STEP BUSINESS LICENSE PROCESS FOR THE CITY OF TUCSON



The following 17 Step business licensing process was developed and prepared for the City of Tucson Small Business Commission, a volunteer group of business people, appointed by Mayor and Council. This process was created and developed as a guide to assist City of Tucson business license applicants in successfully completing the seemingly never ending-but necessary-steps in the business licensing process. This 17 Step guide is for your benefit and will be applicable to the majority of businesses seeking an Occupational License, Business Privilege License, or Liquor License to operate or conduct business within the City of Tucson. You are urged to read through every step before starting your license process.

Please note that some professions and careers such as an attorney, cosmetologist/barber, psychologist, mortician, etc., require additional State of Arizona Licensing or Certification requirements. {Please check with the specific department of the State of Arizona in which your area of expertise may be handled. A list of those departments may be found in the "blue pages" of the telephone directory. Also, the state chapter of your Professional Association may be able to assist you regarding these additional requirements}. Some other professions or business operations need to meet other specialized requirements such as fingerprinting, fire inspection, etc., as part of their business operations. As questions arise, please contact the City of Tucson Business Hotline (operated by the City of Tucson's Office of Economic Development) at **791-2519** or, the City of Tucson's Business Licensing Section, 255 West Alameda (City Hall), 1st Floor, at **791-4566**. Either group will be happy to assist you.

We wish you much success and thank you for opening and operating a business in Tucson!

The 17 steps to read through and consider:

1. Will your business be located within the city limits of Tucson? *or*, Will you conduct business within the city limits?
____ Yes, go to #2
____ No, then you do not need a City of Tucson Business License. However, you may want to continue this process to identify Pima County or State of Arizona requirements.
2. Will you need to know if your business is zoned to conduct your type of business in your part of town, *or*, Will you need to know if the property of space you are about to rent will pass building and fire code requirements?
____ Yes, for zoning requirements, go to Planning and Zoning, 201 N. Stone Ave., 1st floor (**791-4541**), to verify that the business operation has the proper zoning, adequate parking, and so on.
____ Yes, for Fire Code, please contact the Tucson Fire Department (**791-4014**) and request a fire inspection to make sure the space you are about to occupy will be in compliance with fire code. Dates Completed _____ and _____, continue to #3.
____ No, continue to #3
3. Will you be using a sign to advertise your business? *or* Will any building construction or tenant improvements be required for your business? *or*, Will there be a change in property use from the previous business occupant?
____ Yes, to any of the above three questions, go to Development Services Center, 201 N. Stone Ave. (**791-5550**) for sign code compliance; *or*, for plan review, permit and certificate of occupancy (C of O) issuance. Date(s) completed: sign code review _____, Plan review and Certificate of Occupancy: _____ continue to #4.
____ No, continue to #4
4. Will your business operate out of your home?
____ Yes, go to the Planning Department, 201 N. Stone Ave., 1st floor (**791-4541**) for information on compliance issues specifically geared to home based businesses. Also a checklist of items exclusively for home based businesses is distributed and collected by the Business License Section (**791-4566**). Date completed _____, continue to #5
____ No, continue to #5
5. Will your business sell or serve liquor?
____ Yes, go to the Arizona Liquor Licenses and Control, 400 West Congress, Suite 150, (**628-6595**) for state licensing.
Date completed _____, continue to #6
____ No, continue to #6
6. Will food preparation be involved?
____ Yes, go to Pima County Health Department, 150 West Congress, 2nd and 3rd floor, for approval (**740-2760**).
Date completed _____, continue to #7.
____ No, continue to #7.
7. Will you be a manufacturer?
____ Yes, contact Pima County Department of Environmental Quality, (**740-3340**) for an Air Quality permit. Also contact the Industrial Wastewater Control Office, (**579-5771**) regarding discharge of industrial sewage. Dates completed _____ and _____ continue to #8.
____ No, continue to #8.
8. Will you have one or more employees other than yourself?
____ Yes, contact the State Compensation Fund, 800 East Wetmore. (**292-4000**) to inquire about workman's compensation insurance requirements. You may obtain workman's compensation insurance from your own insurance company. Date completed _____, continue to #9
____ No, continue to #9

9. Are you a general or sub-contractor?

____ Yes, go to Arizona Registrar of Contractors, 400 West Congress, Suite 212 **(628-6345)** for registration. Date completed _____, continue to #10.

____ No, continue to #10.

10. Will your business be a Corporation or a Limited Liability Company? *or* is your business registered in another state?

____ Yes, to go Arizona Corporation Commission, 400 West Congress, Suite #221 **(628-6560)** for registration in Arizona.

Date completed _____, continue to #11.

____ No, continue to #11.

11. Do you need Federal Internal Revenue Service forms or other tax information?

____ Yes, inquire with the U.S. Internal Revenue Service, **(1-800-829-3676)** for a kit of forms and instructions. Date completed _____, continue to #12.

____ No, continue to #12.

12. Are you applying for a City of Tucson Business Privilege (i.e., the license that gives you the retailer, the right to pass the tax on retail sales that you are responsible for, on to your customers)? Will you need State of Arizona sales tax Information, including information on either the use tax, withholding tax, or wholesale tobacco tax information?

____ Yes, to any of these questions, go to Arizona Department of Revenue, 400 West Congress, **(628-6491 or 1-800-843-7196)**.

Date completed _____, continue to #12.

____ No, continue to #12.

PLEASE NOTE: The City of Tucson has a Business Privilege (Sales) Tax; an Occupational License Tax for businesses “not subject to business privilege tax under Tucson Code, Chapter 19, Article II”; a Public Utility Tax, which is an additional tax on water, power, and telecommunications providers; and a Franchise Tax. Each business owner needs to identify and be responsible for his or her own Federal, State, County and City taxes! Because of this, every other month, the City of Tucson Finance Department-Audit Division, Tucson Libraries, and the Arizona Department of Revenue sponsor Tax and License seminars. Additionally, the Service Corps of Retired Executives (SCORE) conducts Business Tax Seminars every other month that are designed to aid small businesses in understanding Federal, State and local tax requirements. Reservations for each Tax Seminar’s place, time, and exact date can be made by contacting the City of Tucson Audit Division **(791-4681)** or SCORE **(670-5008)**. Also, the Audit Division is available to meet with you on an individual case basis to answer any of your Business Privilege (Sales) tax questions. Occupational Licenses (businesses not subject to paying sales tax i.e., service businesses, vending machines, hotels renting to transients, swap meet proprietors, street fair vendors, trade show dealers and promoters) - should direct their questions to the City of Tucson’s Business License Section at **791-4566**.

13. Will you need to protect your trade name or “doing business as” name?

____ Yes, contact the Pima County Recorders Office **(623-3177)** and the Arizona Secretary of State **(1-800-458-5842)**.

Dates completed _____ and _____ continue to #14.

____ No, continue to #14.

14. Will you be using personal property (desks, computer, etc.) for business purposes that have a value in excess of \$50,000?

____ Yes, go to Pima County Assessor’s Office, 115 North Church Street, **(740-8237)** to learn about property tax liability on equipment and other Personal Property tax in Pima County (the City of Tucson lies in Pima County, so the personal property tax is applicable to Tucson businesses).

Date completed _____, continue to #15.

____ No, continue to #15.

15. Will you be using your own or someone else’s vehicle to transport people or products for a fee? *or* Will you be allowing other people to use your vehicle(s) on a fee for hire basis? *or* Will your business involve retailing, wholesaling, auctioning, brokering, manufacturing/distributing, or transporting autos, or recycling vehicle parts? *or*, Will your business an automobile title business?

____ Yes, for retailing, wholesaling, brokering, auctioning, manufacturing/distributing, automobile title companies, transporting or recycling vehicles, contact the Arizona Department of transportation (**Tucson: 629-9808 / Phoenix: 1-602-255-7571**).

____ Yes, for commercial drivers license information, title and registration, or insurance information, contact the Arizona Department of Transportation Communications Unit (**in Phoenix at 1-602-255-8166**). Date completed _____ and _____, continue to #16.

____ No, continue to #16.

16. Will you manufacture, use, or store hazardous materials, including fireworks?

____ Yes, go to Tucson Fire Department Fire Prevention Division, 797 East Ajo Way, **(791-4014)** for information on major hazard categories.

Hazardous Materials Inventory Statement Sheets are distributed and collected by the City of Tucson Business License Section, **(791-4566)**.

Date completed _____, continue to #17.

____ No, continue to #17.

17. Where do I obtain my Business License?

The appropriate Business License can be issued through the Business Licensing Section of the City of Tucson, 255 W. Alameda (City Hall), 1st Floor, **(791-4566)**. As you have seen from the above information, the types of licenses vary depending upon your business activity. Contact the City of Tucson Business Hotline **(791-2519)** or the Business License Section **(791-4566)** for additional information and assistance at any time during the above steps.

Date completed _____ License number _____



Congratulations and thanks again for opening and operating your business in the City of Tucson, Arizona!

The City of Tucson Small Business Commission